

February 2021

NOTE: Written tests start after all applicants are checked in.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	2 Written Exam Check In 8:30 – 9:00 a.m.	3 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	4 Written Exam Check In 12:00 – 12:30 p.m.	5 Written Exam Check In 8:30 – 9:00 a.m.
8 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	9 Written Exam Check In 8:30 – 9:00 a.m.	10 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	11 Written Exam Check In 12:00 – 12:30 p.m.	12 Written Exam Check In 8:30 – 9:00 a.m.
15 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	16 HOLIDAY	17 Written Exam Check In Check In 8:30 – 9:00 a.m.	18 Written Exam Check In 12:00 – 12:30 p.m.	19 Written Exam Check In 8:30 – 9:00 a.m.
22 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	23 Written Exam Check In 8:30 – 9:00 a.m.	24 Typing and Computer Skills Check In 8:30 – 9:00 a.m.	25 Written Exam Check In 12:00 – 12:30 p.m.	26 Written Exam Check In 8:30 – 9:00 a.m.

WRITTEN EXAMS: Qualifying applicants wishing to take a written exam for a position currently open for recruitment will be admitted to the exam room on a first come first served basis according to COVID-19 Seating/Occupancy Restrictions. Due to high applicant volume, check-in may begin prior to 12:00 noon on Thursdays. Not all classifications require a written exam. Refer to the Job Announcement for testing requirements. Completed online application, picture ID, and proof of SSNO required for entrance. Failed written exams may be retaken after 3 months. Passed written exams may be retaken after 6 months (most recent score stands). Subject areas and other exam preparation information are available at <https://www.brla.gov/261/Examination-Preparation>.

PC SKILLS EXAMS: PC skills tests are usually taken after receipt of written/application test score. (Exception-Library Aide applicants must pass MS Word skills test before taking written exam). Picture ID and proof of SSNO are required for entrance. Passed skills exam scores do not expire. Failed skills exams may be retaken after 3 months (most recent score stands).

Please contact Recruitment and Examination Staff at 389-3132 to confirm test dates/times and with any questions regarding testing or other employment issues. If a position requires a license or certification, you must have an up-to-date license/certification (e.g. driver's license, EMT, LPN, Arborist) included with your employment application. Applicants using education or certifications to qualify for any job MUST submit an online scanned copy at the time of applying. Applicants MAY use experience as a substitution only if the minimum requirements indicates such. View employment opportunities and apply online at www.brla.gov/jobs.

- **FACE COVERINGS REQUIRED FOR BUILDING ENTRY**
- **LEAVE CELL PHONES & SMART WATCHES IN YOUR VEHICLE**